

85-4020

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Robert W. Magee
Director of Personnel

EXTENSION

NO.

DATE

22 NOV 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for
Administration
7D 18 Headquarters

RECEIVED

FORWARDED

28 NOV 1985

BA

Harry:

2. A/ADDA

11

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Per our conversation the other day re the Domestic Relocation Program, we have Home Seller workshops scheduled for 3, 4 and 18 December and 8 January and Home Buyer workshops scheduled for 10, 11 and 19 December and 14, 15 and 22 January. Let me know when you would like to attend either or both and we'll get you enrolled. For your edification, I have attached a synopsis of each workshop along with a fact sheet we send each participant.

3. DDA

J

4.

5. ODA Reg

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cc: SSA/DDA > done
11/22/85
AW

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a. HOME SELLER WORKSHOP (3 hours)

16 October 1985	9 a.m. - 12 m. (noon)
13 November 1985	9 a.m. - 12 m. (noon)
4 December 1985	9 a.m. - 12 m. (noon)

This workshop is structured to accommodate up to 20 attendees. It provides a self-contained course, combining presentations and participative discussions and exercises, designed to familiarize attendees with the process and factors involved in selling a home. The workshop covers:

- (1) A review of the home sale assistance offered by the Agency to domestic transferees.
- (2) The role of the relocation firm.
- (3) How the current market value is determined.
- (4) What the appraisal process entails and how the employee can influence the outcome favorably.
- (5) How to select and work with a qualified broker.
- (6) Listing agreements and what to include.
- (7) Enhancing, at the least cost, a home's sales appeal.
- (8) Practical and effective ways to make a home attractive so it can be marketed for the highest price.
- (9) How to negotiate price and terms.
- (10) How closings are coordinated.
- (11) How to synchronize the sale and move to the new location.

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